


REPORT

DATE: July 6, 2006

TO: Administrative Committee
Regional Council

FROM: Wayne Moore, Chief Financial Officer 

SUBJECT: Revisions to Regional Council Stipend Policy

EXECUTIVE DIRECTOR'S APPROVAL:

RECOMMENDED ACTION:

Approve changes to the Regional Council (RC) Stipend Policy to reimburse members for commuting expenses based upon actual mileage from the RC members' city hall to SCAG's downtown Los Angeles office.

SUMMARY:

The Regional Council Stipend Policy has been revised to change the method of reimbursing commuting expenses by calculating the actual mileage from each member's city hall to the downtown Los Angeles office and multiplying the miles times the federal mileage reimbursement rate of \$0.445 per mile. Parking validations will be provided for members by the SCAG headquarters staff. The policy was also revised to address commuting expenses for meetings held at locations other than the downtown office. Technical corrections were also made.

BACKGROUND:

The current Regional Council policy calculates commuting expenses using 4 factors, the actual mileage between the members' city hall and the downtown Los Angeles office, an assumed cost per gallon of gasoline, an assumed average vehicle miles per gallon, and a cost of \$7.00 for parking. After these computations are made, a standard commuting expense stipend rate is assigned to each member based on their placement within 12 mileage zones around the downtown Los Angeles office. This method of expense reimbursement has been shown to create some inequities in expense reimbursement and requires frequent revisions.

The current RC policy does not address reimbursement of commuting expense when members attend meetings at locations other than the downtown Los Angeles office. The revised policy includes a paragraph addressing this issue. Commuting expenses for meetings held at other locations will be reimbursed on the same basis as meetings held in downtown Los Angeles, based on actual mileage to the meeting location.

Finally, technical edits were made to the policy to correct typographical errors.

FISCAL IMPACT:

The costs of this revision to the policy is expected to be approximately \$7,000 annually, and may require a revision to the FY 2006-2007 General Fund Budget.

Draft Regional Council Stipend and Meeting Expense Policy

1. Regional Council members shall receive a \$100 stipend for service to attend SCAG sponsored meetings or other SCAG business as authorized by the Regional Council. Regional Council members will also be reimbursed travel expenses incurred as a result of meeting attendance. A mileage reimbursement based on travel distance between the member's City Hall and SCAG's downtown Los Angeles offices will be authorized per *Attachment A* which lists the travel miles from member cities to the downtown Los Angeles offices. Parking at SCAG's downtown Los Angeles office will be validated for RC Board members.
2. For attending meetings on behalf of SCAG at locations other than the SCAG Headquarters, RC members are eligible to receive a stipend, mileage reimbursement for actual miles traveled and actual parking expenses. Mileage will be reimbursed at the federal reimbursement rate of \$0.445 per mile. RC Members must complete an expense reimbursement form and attach the signed meeting attendance sheet and parking receipt.
3. Regional Council Officers are eligible to receive up to eight (8) per diem stipends per month.
4. Regional Council members are eligible to receive up to six (6) per diem stipends for service per month.
5. The President may authorize up to two (2) additional per diem stipends per month for members.
6. Nine (9) or more per diem stipends per month require Regional Council approval.
7. Regional Council members shall receive a stipend for attending a SCAG meeting pursuant to a signature on the meeting attendance form.
8. Regional Council members will receive a stipend for attending the Regional Council meeting pursuant to signing both policy committee and Regional Council attendance forms. A Regional Council member may request from the President an excused absence from either meeting. The President will inform the Executive Assistant to the Regional Council of the approved absence and authorize payment of the stipend.
9. Regional Council members are eligible to receive a stipend to attend special meetings scheduled by the President via phone or videoconference. Staff shall record the names of the Regional Council members in attendance for the record and submit a copy to the Executive Assistant to the Regional Council for payment of the stipend.
10. Elected official representatives appointed by the President to SCAG policy committees or task forces shall serve with compensation. Elected official

representatives to SCAG policy committees or task forces are eligible to receive a \$70.00 stipend for up to four (4) meetings per month pursuant to signing the meeting attendance form.

11. Elected official representatives periodically attending SCAG task force meetings by videoconference from the SCAG remote site are eligible to receive a stipend pursuant to signing the meeting attendance form and faxing a copy to the Executive Assistant to the Regional Council. Elected officials cannot attend policy committee or Regional Council meetings by videoconference pursuant to Regional Council policy.

**Southern California Association of Governments
RC Stipend Analysis**

Attachment A

Member Agency	Round Trip Miles*	Federal Reimbursement Rate	Reimbursable Amount
City of Alhambra	22	\$ 0.445	\$ 9.79
City of Anaheim	56	\$ 0.445	\$ 24.77
City of Apple Valley	182	\$ 0.445	\$ 80.99
City of Azusa	51	\$ 0.445	\$ 22.51
City of Barstow	232	\$ 0.445	\$ 103.30
City of Brea	69	\$ 0.445	\$ 30.67
City of Buena Park	44	\$ 0.445	\$ 19.70
City of Burbank	24	\$ 0.445	\$ 10.66
City of Calabasas	62	\$ 0.445	\$ 27.60
City of Cathedral City	234	\$ 0.445	\$ 104.10
City of Cerritos	44	\$ 0.445	\$ 19.58
City of Compton	29	\$ 0.445	\$ 12.98
City of Cudahy	24	\$ 0.445	\$ 10.86
City of Downey	30	\$ 0.445	\$ 13.15
City of El Centro	456	\$ 0.445	\$ 203.13
City of Grand Terrace	121	\$ 0.445	\$ 53.85
City of Hemet	454	\$ 0.445	\$ 202.03
City of Highland	135	\$ 0.445	\$ 59.91
City of Huntington Beach	77	\$ 0.445	\$ 34.28
City of Indio	258	\$ 0.445	\$ 114.81
City of Inglewood	22	\$ 0.445	\$ 9.77
City of La Habra Heights	50	\$ 0.445	\$ 22.43
City of La Palma	46	\$ 0.445	\$ 20.58
City of Laguna Niguel	105	\$ 0.445	\$ 46.70
City of Lake Elsinore	142	\$ 0.445	\$ 62.97
City of Lake Forest	96	\$ 0.445	\$ 42.79
City of Long Beach	49	\$ 0.445	\$ 21.73
City of Los Alamitos	49	\$ 0.445	\$ 21.91
City of Los Angeles	3	\$ 0.445	\$ 1.34
City of Manhattan Beach	39	\$ 0.445	\$ 17.52
City of Montclair	70	\$ 0.445	\$ 31.15
City of Moorpark	47	\$ 0.445	\$ 20.92
City of Moreno Valley	130	\$ 0.445	\$ 57.94
City of Ontario	77	\$ 0.445	\$ 34.28
City of Palmdale	127	\$ 0.445	\$ 56.57
City of Paramount	36	\$ 0.445	\$ 16.22
City of Pasadena	22	\$ 0.445	\$ 9.79
City of Pomona	62	\$ 0.445	\$ 27.67
City of Port Hueneme	127	\$ 0.445	\$ 56.69
City of Rialto	109	\$ 0.445	\$ 48.72
City of Riverside	114	\$ 0.445	\$ 50.54
City of Rosemead	26	\$ 0.445	\$ 11.46
City of San Bernardino	122	\$ 0.445	\$ 54.44
City of San Buenaventura	150	\$ 0.445	\$ 66.65
City of San Gabriel	24	\$ 0.445	\$ 10.52
City of Santa Ana	68	\$ 0.445	\$ 30.33
City of Santa Monica	30	\$ 0.445	\$ 13.46
City of Simi Valley	79	\$ 0.445	\$ 34.97
City of South Pasadena	18	\$ 0.445	\$ 7.97
City of Temecula	174	\$ 0.445	\$ 77.64
City of Torrance	37	\$ 0.445	\$ 16.56
City of Tustin	73	\$ 0.445	\$ 32.35
City of Ventura	127	\$ 0.445	\$ 56.57
City of Walnut	55	\$ 0.445	\$ 24.64

* From City Hall of each City to SCAG per Mapquest.